

Job Title: Program Facilitator / Outreach Worker

Job Type: Part Time (2-14 hrs/week)

Reports To: Program Coordinator

General Position Summary: Prevention Works, Inc. is a non-profit health education organization with a mission to build stronger communities by providing comprehensive health education services to youth and families. Prevention Works, Inc. is seeking a Program Facilitator/Outreach Worker responsible for assisting with program facilitation of current PW prevention programs in schools and/or after school settings. This Program Facilitator/Outreach Worker will also maintain accurate, complete records of programs and projects. Training will be provided as needed.

Principle Duties and Responsibilities:

- Prepare and organize materials, supplies and other related documents for prevention programs
- Assist Prevention Works team with development of materials and documents related to prevention programs as needed.
- Maintain communication with the Program Coordinator regarding progress of programs at site locations and staff needs.
- Maintain accurate, complete records of programs and projects (including program sign-in sheets, participant surveys, and program reports)
- Facilitate prevention and health education programming to youth and families with program fidelity.
- To model professional, responsible behavior when representing Prevention Works
- Other duties as assigned which are consistent with the goals of Prevention Works.
- Maintains confidentiality and respects the resources of Prevention Works.
- Program Facilitator/Outreach Worker is responsible for the supervision of paid PW youth facilitators in after-school settings.

Minimum Requirements

- Excellent organizational skills and ability to prioritize and follow through on tasks and projects.
- Excellent verbal and written communication skills
- Ability to work successfully both individually and in a team environment.
- Ability to make sound decisions and be accountable for them, involving others when appropriate.
- Ability to demonstrate an understanding of the mission and vision of Prevention Works and support organizational decisions.
- Experience with diverse populations.
- Excellent organization skills and follow-through with the ability to work with minimum supervision.
- Comfortable presenting to youth and families

- Must have reliable transportation and means of communication
- Computer and Internet experience required (Microsoft Word, Excel, and Access).

Education: Minimum of two years of college coursework in Health Education **or** relevant work experience. Experience working with marginalized populations and youth preferred.

To Apply:

Please visit our website at <http://www.prevention-works.org/employment.html> to view all of our employment opportunities and submit an application.